Can I book a state rate in Concur?

A: When booking in Concur, you may see several rate options for each hotel. Please be sure to check the Rules and Cancellation Policy for each rate to see if you are authorized to use the rate. Since it is not possible turn off rate options on a “per-state” basis in Concur, and UW is eligible to receive the Government rate within Wisconsin, you may see rates in Concur that are not applicable.

Example: “Government State State Government Id Required” rate offered in for the Fairfield Inn and Suites – Atlanta Downtown

**If you are booking a hotel outside of Wisconsin, it is not advised to book this rate as you are not a State Employee of that State and do not have the appropriate ID.** If this rate is booked, you may be denied or charged a higher rate at Check-In.



If there is ‘Staterates’ program rate available, and you are an employee, you are eligible for that program’s rate. See example for New Orleans, LA below.

 

**Staterates – Rules and cancellation policy:**



**Note: if you see this rate for a hotel in WISCONSIN,**

**Travelers on UW business are eligible to book this rate.**